Agency Instructions: This is a collaboration document intended to help you gather feedback from within your agency. Do not submit this document. Complete one survey for your agency online, through the provided survey link. Your survey responses should represent a collective response of your agency's needs.

**Current FLAIR Functionality and Use**

1. Does your agency enter any non-FACTS grants directly into the FLAIR Grant Information file?

Yes

No

If yes, what types of grants and why (e.g., exemption from FACTS per Section 215.985(14)(d), F.S.)?

Click or tap here to enter text.

1. FLAIR Grant information file includes the optional fields listed below. Does your agency utilize any of this optional information for reporting and analysis for FACTS grants? Select all that apply.

Letter of Credit (LOC) number – used to capture the federal LOC for the grant. The LOC is the mechanism for providing cash disbursements to award recipients.

Sub-accounts – used in federal payment management systems that relates a federal Operating Unit and Program Area to an award and Letter of Credit.

Grantor ID – FLAIR vendor ID used to identify who is granting the funds.

Grant Reference Number – used to record a federal award number or other identifying information for reporting purposes.

Catalog for Federal Domestic Assistance (CFDA) – used to capture the federal program code if the grant award is federal financial assistance

Catalog for State Financial Assistance (CSFA) – used to capture the state project code for the Florida Single Audit Act, if applicable.

None or N/A

1. FLAIR Grant information file includes the optional fields listed below. Does your agency utilize any of this optional information for reporting and analysis for non-FACTS grants? Select all that apply.

Letter of Credit (LOC) number – used to capture the federal LOC for the grant. The LOC is the mechanism for providing cash disbursements to award recipients.

Sub-accounts – used in federal payment management systems that relates a federal Operating Unit and Program Area to an award and Letter of Credit.

Grantor ID – FLAIR vendor ID used to identify who is granting the funds.

Grant Reference Number – used to record a federal award number or other identifying information for reporting purposes.

Catalog for Federal Domestic Assistance (CFDA) – used to capture the federal program code if the grant award is federal financial assistance

Catalog for State Financial Assistance (CSFA) – used to capture the state project code for the Florida Single Audit Act, if applicable.

None or N/A

1. Do any of your agency business systems or business processes rely on these optional fields?

Yes

No

If yes, please briefly describe its purpose and functions.

Click or tap here to enter text.

1. FLAIR provides a Grant Master Balance file that includes a cumulative total of expenditures and revenues for Month to Date (MTD), Year to Date (YTD), and Life to Date (LTD). Does your agency or agency business system utilize this file or information?

Yes

No

If yes, please briefly describe how the information is used.

Click or tap here to enter text.

1. FLAIR Project Information File includes the optional data fields listed below. Does your agency utilize any of these fields for reporting and analysis for any project? Select all that apply.

Amount Correlated

Amount of Amendments

Acreage

Project Type

Project Status

Other PROJ NUM

OFS

Type Approp

DGS Delegated

PROG Approved

PURCH COMPL

ARCH/ENG CNTRT LET

COSNT. CNTRT

FORCE ACCT

Organization Codes

Contractor Vendor IDS

Architect/Engineer Vendor ID

Agency Project Direct Name

Agency Use fields 1-10

None or N/A

1. FLAIR Project Status file allows agencies to assign a status to a project that is separate from the Project Title File status. Does your agency use the FLAIR Project Status file for reporting and analysis?

Yes

No

If yes, please briefly describe how the information is used.

Click or tap here to enter text.

1. FLAIR Project Correlation file provides the ability to limit the use of a Project ID to a specific 29-digit account code to ensure the proper accounting is used on the project transaction. Does your agency utilize the Project Correlation file?

Yes

No

If yes, please briefly describe why (e.g., to limit transactions, for reporting or analysis) and at what level (e.g., every project or only certain project types).

Click or tap here to enter text.

**Grants**

1. Does your agency receive funding from an outside entity such as Federal, State, or Private grants? Select all that apply.

Federal

State

Private (e.g., local, nonprofit, for profit, non-governmental)

None or N/A

1. What field(s) in FLAIR does your agency use to record grant revenues and expenditures (e.g., Grant ID, Project ID, OCA)?

Click or tap here to enter text.

1. Briefly describe how your agency records grant revenues.

Click or tap here to enter text.

1. Briefly describe how your agency records grant expenditures.

Click or tap here to enter text.

1. Does your agency use a business system(s) to support grant accounting and reporting functions?

Yes

No

If yes, please briefly describe the system(s) and their purpose.

Click or tap here to enter text.

1. Do you record your federal receipts with a Grant ID or other FLAIR data element upon receipt, or do you reallocate the revenue after the receipt has been recorded in FLAIR?

Record at time of deposit

Reallocate after receipt recorded

N/A

1. Do you have federal awards that have draw or billing requirements that are an exception to the Federal Uniform Guidance or Cash Management Improvement Act (CMIA) process for the State of Florida?

Yes

No

If yes, please specify how your agency has an exception to the Federal Uniform Guidance or CMIA process for the State of Florida.

Exception through codified Federal agency guidance

Exception stated in the terms and conditions of your award document

Other (please describe the exception and notate the origin of the exception)

Click or tap here to enter text.

1. Does your agency allot within FLAIR to the Grant ID or other FLAIR data element(s) that is meant to represent the Grant's Budget?

Yes

No

1. Does your agency have a need to budget and track a grant across multiple years?

Yes

No

1. Does your agency have a need to **CONTROL** (prevent overspending) a Grant’s budget?

Yes

No

If yes, please briefly describe why.

Click or tap here to enter text.

1. Is your grant draw or billing amount based on the formula of revenue (cash received plus outstanding billing/open Account Receivable) minus allowable expenses?

Yes

No

If no, please describe your process for determining your cash need for draw purposes.

Click or tap here to enter text.

1. Does your agency business process include creating an open Account Receivable item when grant funds have been requested but not received?

Yes

No

1. What type of Grant Amendments are tracked in FLAIR? Select all that apply.

Amount amendments

Moving budget between award budget categories

Change in scope

Change in accounting details (i.e., change organization code, budget entity, etc.)

None or N/A

1. Are all of your statewide(i.e., not for a specific award) reporting and analysis needs for Grant accounting being met with data collected in FLAIR?

Yes

No

If no, please describe the information that is unable to be captured and the statewide report it supports.

Click or tap here to enter text.

**Projects**

1. Does your agency have FCO projects?

Yes

No

1. Does your agency track FCO projects with FLAIR fields other than the Project ID field?

Yes

No

If yes, please name the fields these projects are tracked.

Click or tap here to enter text.

1. Does your agency use the Project ID field in FLAIR, to track any of the following? Select all that apply:

FCO Projects

State Financial Assistance Projects (CSFA related)

Grants

Operational Projects (non-FCO and non-Grant related)

Other (please describe the use)

None or N/A

1. Does your agency track a project budget outside of FLAIR at a more detailed level than the Project ID field?

Yes

No

If yes, please briefly describe why.

Click or tap here to enter text.

1. Does your agency have a need to budget and track a project across multiple years?

Yes

No

1. Does your agency have a need to **CONTROL** (prevent overspending) a project‘s budget?

Yes

No

If yes, please briefly describe why.

Click or tap here to enter text.

1. Are all of your statewide(non-award specific) reporting and analysis needs for project accounting being met with data collected in FLAIR?

Yes

No

If no, please describe the information that is unable to be captured and the statewide report it supports.

Click or tap here to enter text.